UNITED
NATIONS

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Secretariat

ST/IC/1996/13
21 February 1996

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: REVISED SALARY SCALES FOR STAFF IN THE GENERAL SERVICE, TRADES AND CRAFTS, PUBLIC INFORMATION ASSISTANT AND LANGUAGE TEACHER CATEGORIES AT HEADQUARTERS*

1. As indicated in paragraphs 9 and 5 of information circulars ST/IC/1995/33 and ST/IC/1995/51, respectively, the current procedure for effecting interim adjustments of the salary scales for staff in the General Service and related categories at Headquarters calls for an adjustment in the net salaries of such staff by 90 per cent of the movement of the consumer price index (CPI) for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first.

2. In application of the above-mentioned procedure, the net salaries of staff in the General Service, Trades and Crafts, Public Information Assistant and Language Teacher categories will be adjusted upwards by 2.7 per cent, with effect from 1 January 1996. The adjustment is based on a 3.0 per cent movement of the New York CPI over the period December 1994 to December 1995.

3. Pursuant to the procedures approved by the International Civil Service Commission (ICSC) at its fifteenth session, which are described in information circular ST/IC/82/48 of 1 July 1982, the dependent child allowance for staff in the General Service and related categories is revised to $1,188 net per year. This amount represents 3 per cent of the average of the lowest and highest net salaries under the revised salary scales (G-1, step I and S-7, step IX).

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* Personnel Manual index No. 3123.

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4. Also, in accordance with the procedure approved by ICSC at its sixteenth session, an adjustment to the language allowance would take place when there has been a movement of at least 15 per cent in the relevant net salary since the time the allowance was last revised. The amount of the language allowance at Headquarters is based on 5 per cent of the annual net salary at level G-4, step I. The language allowance applicable at Headquarters was last increased with effect from 1 September 1990. The revised General Service salary scale, effective 1 January 1996, reflects a 15.6 per cent increase over the 1 September 1990 scale. Consequently, the language allowance is revised, with effect from 1 January 1996, to $1,380 for the first additional language and to $690 for the second additional language.

5. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be reflected in the end of February 1996 payroll.

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ANNEX

Salary scales for staff in the General Service, Trades and Crafts, Public Information Assistant and Language Teacher categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(In United States dollars)

Effective 1 January 1996

Level		STEPS										
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7	(Gross)	49 006	50 947	52 889	54 837	56 793	58 749	60 705	62 665	64 635	66 604	68 574*
	(Gross pension)	48 137	50 041	51 959	53 876	55 793	57 709	59 631	61 560	63 490	65 420	67 350*
	(Total net)	37 243	38 661	40 079	41 497	42 915	44 333	45 751	47 169	48 587	50 005	51 423*
	(Net pension)	37 243	38 661	40 079	41 497	42 915	44 333	45 751	47 169	48 587	50 005	51 423*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-6	(Gross)	44 184	45 925	47 678	49 432	51 185	52 938	54 697	56 462	58 228	59 993	61 759*
	(Gross pension)	43 405	45 122	46 840	48 558	50 280	52 009	53 739	55 468	57 197	58 926	60 668*
	(Total net)	33 715	34 995	36 275	37 555	38 835	40 115	41 395	42 675	43 955	45 235	46 515*
	(Net pension)	33 715	34 995	36 275	37 555	38 835	40 115	41 395	42 675	43 955	45 235	46 515*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-5	(Gross)	39 811	41 388	42 965	44 541	46 119	47 707	49 295	50 882	52 470	54 058	55 657*
	(Gross pension)	39 096	40 642	42 198	43 755	45 311	46 868	48 426	49 983	51 550	53 116	54 684*
	(Total net)	30 501	31 660	32 819	33 978	35 137	36 296	37 455	38 614	39 773	40 932	42 091*
	(Net pension)	30 501	31 660	32 819	33 978	35 137	36 296	37 455	38 614	39 773	40 932	42 091*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0
G-4	(Gross)	35 889	37 305	38 727	40 152	41 578	43 004	44 430	45 856	47 290	48 726	50 162*
	(Gross pension)	35 243	36 639	38 036	39 433	40 832	42 238	43 644	45 051	46 457	47 863	49 269*
	(Total net)	27 608	28 656	29 704	30 752	31 800	32 848	33 896	34 944	35 992	37 040	38 088*
	(Net pension)	27 608	28 656	29 704	30 752	31 800	32 848	33 896	34 944	35 992	37 040	38 088*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-3	(Gross)	32 335	33 622	34 908	36 195	37 481	38 773	40 068	41 363	42 659	43 954	45 249*
	(Gross pension)	31 732	33 002	34 271	35 540	36 810	38 079	39 348	40 620	41 899	43 176	44 536*
	(Total net)	24 978	25 930	26 882	27 834	28 786	29 738	30 690	31 642	32 594	33 546	34 498*
	(Net pension)	24 978	25 930	26 882	27 834	28 786	29 738	30 690	31 642	32 594	33 546	34 498*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-2	(Gross)	29 152	30 306	31 460	32 619	33 781	34 943	36 105	37 268	38 433	39 603*	
	(Gross pension)	28 608	29 740	30 871	32 015	33 161	34 307	35 453	36 599	37 745	38 891*	
	(Total net)	22 608	23 468	24 328	25 188	26 048	26 908	27 768	28 628	29 488	30 348*	
	(Net pension)	22 608	23 468	24 328	25 188	26 048	26 908	27 768	28 628	29 488	30 348*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
G-1	(Gross)	26 275	27 318	28 361	29 404	30 447	31 490	32 536	33 586	34 636*		
	(Gross pension)	25 783	26 806	27 829	28 852	29 874	30 897	31 933	32 969	34 006*		
	(Total net)	20 465	21 242	22 019	22 796	23 573	24 350	25 127	25 904	26 681*		
	(Net pension)	20 465	21 242	22 019	22 796	23 573	24 350	25 127	25 904	26 681*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

DEPENDENCY ALLOWANCES (in US$ net per annum):

Child	1 188
Except for first dependent child of a widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

LANGUAGE ALLOWANCE (to be included in pensionable remuneration)

	(in US$ net per annum)
First language	1 380
Second language	690

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

B. Salary scale for staff in the Trades and Crafts category at Headquarters

(In United States dollars)

Effective 1 January 1996

Level		STEPS I	II	III	IV	V	VI	VII*
TC-8	(Gross)	58 979	60 943	62 914	64 892	66 869	68 847	70 817
	(Gross pension)	57 934	59 866	61 804	63 742	65 680	67 618	69 556
	(Total net)	44 500	45 924	47 348	48 772	50 196	51 620	53 044
	(Net pension)	44 500	45 924	47 348	48 772	50 196	51 620	53 044
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	55 441	57 292	59 143	60 996	62 851	64 715	66 579
	(Gross pension)	54 469	56 283	58 096	59 917	61 743	63 569	65 396
	(Total net)	41 935	43 277	44 619	45 961	47 303	48 645	49 987
	(Net pension)	41 935	43 277	44 619	45 961	47 303	48 645	49 987
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	51 915	53 641	55 377	57 114	58 852	60 590	62 331
	(Gross pension)	51 000	52 704	54 406	56 109	57 812	59 515	61 234
	(Total net)	39 368	40 628	41 888	43 148	44 408	45 668	46 928
	(Net pension)	39 368	40 628	41 888	43 148	44 408	45 668	46 928
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	48 404	50 018	51 632	53 245	54 865	56 490	58 114
	(Gross pension)	47 550	49 132	50 720	52 312	53 906	55 496	57 088
	(Total net)	36 805	37 983	39 161	40 339	41 517	42 695	43 873
	(Net pension)	36 805	37 983	39 161	40 339	41 517	42 695	43 873
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	44 905	46 399	47 900	49 401	50 903	52 404	53 905
	(Gross pension)	44 115	45 585	47 057	48 528	50 002	51 482	52 962
	(Total net)	34 245	35 341	36 437	37 533	38 629	39 725	40 821
	(Net pension)	34 245	35 341	36 437	37 533	38 629	39 725	40 821
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	41 419	42 799	44 178	45 558	46 944	48 333	49 722
	(Gross pension)	40 677	42 037	43 398	44 759	46 119	47 480	48 841
	(Total net)	31 683	32 697	33 711	34 725	35 739	36 753	37 767
	(Net pension)	31 683	32 697	33 711	34 725	35 739	36 753	37 767
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	37 939	39 205	40 472	41 739	43 005	44 272	45 539
	(Gross pension)	37 261	38 502	39 745	40 992	42 242	43 491	44 742
	(Total net)	29 125	30 056	30 987	31 918	32 849	33 780	34 711
	(Net pension)	29 125	30 056	30 987	31 918	32 849	33 780	34 711
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	34 462	35 609	36 757	37 904	39 059	40 214	41 369
	(Gross pension)	33 830	34 963	36 095	37 228	38 361	39 492	40 627
	(Total net)	26 552	27 401	28 250	29 099	29 948	30 797	31 646
	(Net pension)	26 552	27 401	28 250	29 099	29 948	30 797	31 646
	(NPC)	0	0	0	0	0	0	0

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

DEPENDENCY ALLOWANCES (in US$ net per annum):

Child	1 188
Except for first dependent child of a widowed or divorced staff member	1 038
Dependent spouse	1 038
Secondary dependent	1 181

LANGUAGE ALLOWANCE (to be included in pensionable remuneration)

	(in US$ net per annum)
First language	1 380
Second language	690

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

C. Salary scale for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters

(In United States dollars)

Effective 1 January 1996

Level		STEPS I	II	III	IV	V
Tour Coordinator/Supervisor and Briefing Assistant a/	(Gross)	43 246	45 365	47 493	49 626	51 759
	(Gross pension)	42 479	44 569	46 659	48 749	50 847
	(Total net)	33 026	34 583	36 140	37 697	39 254
	(Net pension)	33 026	34 583	36 140	37 697	39 254
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	38 127	39 759	41 392	43 024	44 657
	(Gross pension)	37 449	39 048	40 650	42 259	43 869
	(Total net)	29 263	30 463	31 663	32 863	34 063
	(Net pension)	29 263	30 463	31 663	32 863	34 063
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	35 024	36 507			
	(Gross pension)	34 387	35 848			
	(Total net)	26 968	28 065			
	(Net pension)	26 968	28 065			
	(NPC)	0	0			

a/ Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: Salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed as follows:

Public Information Assistant I 6 months
Public Information Assistant II 12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

DEPENDENCY ALLOWANCES (in US$ net per annum):

Child	1 188
Except for first dependent child of a widowed or divorced staff member	1 038
Dependent spouse	1 038
Secondary dependent	1 181

LANGUAGE ALLOWANCE: not entitled.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

D. Salary scale for staff in the language teacher category at Headquarters

(In United States dollars)

Effective 1 January 1996

Level		STEPS											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
LT	(Gross)	50 463	52 184	53 866	55 578	57 291	59 004	60 717	62 431	64 158	65 887	67 608	69 331
	(Gross pension)	49 571	51 248	52 926	54 605	56 283	57 961	59 641	61 332	63 022	64 711	66 401	68 090
	(Total net)	38 308	39 550	40 792	42 034	43 276	44 518	45 760	47 002	48 244	49 486	50 728	51 970
	(Net pension)	38 308	39 550	40 792	42 034	43 276	44 518	45 760	47 002	48 244	49 486	50 728	51 970
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave without pay.

* Long-service step.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

DEPENDENCY ALLOWANCES (in US$ net per annum):

Child: 1 188

Except for first dependent child of a widowed or divorced staff member: 1 018

Dependent spouse: 1 018

Secondary dependent: 1 181

LANGUAGE ALLOWANCE: not entitled

For an explanation of the format of salary scales, please refer to ST/IC/1996/15 and ST/IC/1996/17.